



**Maria E. Elkins**  
Clerk of Court

Office of the Clerk

**UNITED STATES DISTRICT COURT**  
for the  
**MIDDLE DISTRICT OF PENNSYLVANIA**  
William J Nealon Federal Bldg. & U.S. Courthouse  
235 North Washington Avenue  
P.O. Box 1148  
Scranton, PA 18501-1148

(570) 207-5600 Fax (570) 207-5650  
[www.pamd.uscourts.gov](http://www.pamd.uscourts.gov)

Divisional Offices:

Harrisburg:  
(717) 221-3920  
Williamsport:  
(570) 323-6380

**ACKNOWLEDGMENT FORM**

- **CODE OF CONDUCT FOR JUDICIAL EMPLOYEES**
- **JUDICIAL CONFERENCE REGULATIONS ON GIFTS, OUTSIDE EARNED INCOME, HONORARIA AND EMPLOYMENT**
- **CONSOLIDATED EQUAL EMPLOYMENT OPPORTUNITY and EMPLOYMENT DISPUTE RESOLUTION PLAN**
- **HEALTH AND SAFETY ORIENTATION MANUAL**
- **INTERNET POLICY**
- **SOCIAL NETWORK COMPUTER POLICY**
- **EMPLOYEE ASSISTANCE PROGRAM BROCHURE**
- **JUDICIARY'S BENEFITS PROGRAM**  
Health Benefits Program, Life Insurance, Supplemental Benefit Plans (Dental and Vision Insurance, Flexible Benefits Program, Commuter Benefit Program, and Long Term Care Insurance)

**I acknowledge that I have received a copy of the above-referenced documents and I hereby agree to comply with the policies, procedures and guidelines set forth by the United States District Court for the Middle District of Pennsylvania.**

**In addition, as an employee of the District Court, I further acknowledge that I am responsible for reviewing the online Personnel Manual and all other related policies and information located on the District Court's Intranet Human Resources Page during my first week of employment.**

---

**Date**

---

**Employee Signature**